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NASSAU COUNTY
DEPARTMENT OF ASSESSMENT
240 OLD COUNTRY ROAD
MINEOLA, NEW YORK 11501
(516) 571-1500

July 30, 2004

Dear Property Owner,

The Nassau County Board of Assessors is conducting its annual income and operating expense survey for all commercial property located within the county. The purpose of the survey is to establish the full market value for all categories of commercial properties; which will result in fair and equitable assessed values. The information that you provide is not directly used to determine the assessed value of your property, rather the data collected is used to analyze changes and trends in the levels of income and expenses of commercial property. The information collected will be used to develop schedules and guidelines to estimate market value for your property type. We are requesting data for the period of January 1, 2003 to December 31, 2003.

It is mandatory to file the income and expense survey or exclusion form if you own a commercial property, failure to do so will subject the owner to civil penalty as provided in section 6-30 of the Nassau County Administrative Code. In addition to the Income and Expense form you are required by law to provide a copy of your rent roll. It is acceptable to file the rent roll portion of the survey on a CD or 3.5 floppy diskette (an excel spreadsheet using the format prescribed in the addendum only)

The income, operating expense and vacancy information you provide is subject to strict confidentiality requirements.

You must complete either the income and expense or an exclusion form even if you filed an application with the Nassau County Assessment Review Commission. Please refer to the information package to determine if you are eligible to file an exclusion form.

The completed form is due to the Board of Assessors no later than August 30, 2004. The mailing address is:

Nassau County Board of Assessors
240 Old Country Road, 4th Floor
Mineola, New York 11501
Attn: I/E Compliance

Thank you your cooperation.

Respectfully,

Nassau County Board of Assessors